

**STATE OF NEVADA
BOARD OF EXAMINERS
FOR LONG TERM CARE ADMINISTRATORS**

**QUARTERLY BOARD MEETING
THURSDAY, MAY 24, 2007
10:00 A.M.
DESERT ARIAL PROPERTIES
4600 KIETZKE LANE, ROOM B111
RENO, NV 89502
775-825-5311**

DRAFT

1. CALL TO ORDER:

MARGARET MCCONNELL, CHAIRPERSON, CALLED THE MEETING TO ORDER AT 10:05 A.M.

2. ROLL CALL:

THE ROLL WAS CALLED BY TERRY PEDROTTI, EXECUTIVE SECRETARY, AND A QUORUM WAS PRESENT.

BOARD MEMBERS:

MARGARET MCCONNELL, CHAIR
DONNA ROSE, SECRETARY/TREASURER
DOUGLAS R. SINCLAIR
ARNOLD GREENHOUSE, ABSENT

MARY ELLEN WILKINSON, VICE CHAIR
CAROLD SALA
TERRY CLODT, EXCUSED

STAFF:

DIANNA HEGEDUIS, SR. DEPUTY ATTORNEY GENERAL

TERRY PEDROTTI, EXECUTIVE SECRETARY

GUESTS:

PATTI CHAMBERS, BLC CARSON CITY
PATTI SWAGER, NGE

WENDY SIMONS, CONSULTANT

MARGARET MCCONNELL ANNOUNCED THAT ITEMS WOULD BE TAKEN OUT OF ORDER TO CONDUCT BUSINESS IN THE MOST EXPEDIENT MANNER.

3.* SECRETARY/TREASURER'S REPORTS – DONNA ROSE:

A. MINUTES OF BOARD MEETING – FEBRUARY 27, 2007:

MARY ELLEN WILKINSON MOVED TO ACCEPT THE MINUTES AS WRITTEN. CAROL SALA SECONDED THE MOTION. THERE WAS NO DISCUSSION, AND THE MOTION WAS CARRIED.

B. C., D., FINANCIAL REPORTS:

DONNA ROSE PRESENTED THE FINANCIAL REPORTS. A DISCUSSION FOLLOWED IN WHICH THE BOARD'S FINANCIAL POSITION IS IN A HEALTHY STATE AT PRESENT. MARGARET MCCONNELL REQUESTED A MOTION. DOUGLAS SINCLAIR MOVED TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED. CAROL SALA SECONDED THE MOTION, AND IT WAS CARRIED .

4. ADMINISTRATIVE REPORT – TERRY PEDROTTI:

A. QUARTERLY LICENSEE ACTIVITY REPORT:

THE QUARTERLY REPORT ON LICENSEE ACTIVITY AND DISCIPLINARY ACTIONS THAT WAS SENT TO THE LEGISLATIVE COUNSEL BUREAU WAS REVIEWED.

B. NEW NAB EXAM REPORT:

MARY ELLEN WILKINSON COMMENTED THAT THE BOARD MEMBERS HAD FREQUENTLY WONDERED ABOUT THE NUMBER OF APPLICANTS, RFA AND NFA, WHO TAKE THE NAB NATIONAL EXAMINATION AND HOW MANY PASSED OR FAILED THE EXAM. THE NEW REPORT ANSWERS THOSE QUESTIONS.

B. CORRESPONDENCE:

1. LETTER OF ENGAGEMENT FOR ANNUAL AUDIT BY HOLDSWORTH RUSSO & CO. :

MARGARET MCCONNELL EXPLAINED THAT BECAUSE OF THE STATE'S NEW REGULATIONS REGARDING ANNUAL AUDITS OF NON-PROFIT AGENCIES, THIS BOARD HAS HAD TO ENGAGE THE SERVICES OF ONE OF THE FEW AUDITING FIRMS WHO CAN COMPLY. THEREFORE, THE NEED FOR THE BOARD'S APPROVAL OF THE TERMS OF THE LETTER OF ENGAGEMENT. MS. MCCONNELL REQUESTED A MOTION. CAROL SALA MOVED TO ACCEPT THE TERMS OF THE LETTER OF ENGAGEMENT FROM HOLDSWORTH RUSSO & CO. MARY ELLEN WILKINSON SECONDED THE MOTION. THE MOTION WAS CARRIED. TERRY PEDROTTI WILL PREPARE THE CONTRACT FOR THE STATE'S APPROVAL.

2. ATTORNEY GENERAL'S RESPONSE TO REQUEST FOR DAG REPRESENTATION:

MARGARET MCCONNELL STATED THAT THE RESPONSE TO THE BOARD'S REQUEST TO HAVE DIANNA HEGEDUIS REMAIN AS LEGAL REPRESENTATIVE WAS DENIED BY THE ATTORNEY GENERAL'S OFFICE. HOWEVER, THE LETTER RECEIVED INDICATED THAT A NEW DAG WILL BE IN PLACE SHORTLY. THE BOARD MEMBERS EXPRESSED THEIR THANKS TO DIANNA HEGEDUIS AND REGRETS THAT SHE CANNOT CONTINUE TO REPRESENT THE BOARD. MS. HEGEDUIS ALSO EXPRESSED HER REGRETS THAT SHE CANNOT CONTINUE AS THE BOARD'S DAG.

3. REQUEST FOR WAIVER – RFA ADMINISTRATOR:

DONALD TRUMP, JR., NEWLY LICENSED ADMINISTRATIVE REQUESTED A WAIVER FROM THE BOARD OF THE LIMITATION OF 150 BEDS UNDER HIS SUPERVISION AT THE PALMS REGENCY ASSISTED LIVING AND MEMORY CARE FACILITIES. HE INDICATED THAT WHILE THE MEMORY CARE BUILDING IS LICENSED FOR 40 BEDS, ONLY 29 RESIDENTS ACTUALLY OCCUPY THE BUILDING. THE BOARD DISCUSSED THE ISSUE AND DETERMINED THAT THE STATUTE AND ADMINISTRATIVE CODE ARE VERY EXPLICIT IN THAT THE RESIDENTIAL FACILITY ADMINISTRATOR CAN ONLY BE RESPONSIBLE FOR NO MORE THAN 150 BEDS.

DOUGLAS SINCLAIR MOVED TO EXTEND MR. TRUMP'S SECONDARY PROVISIONAL LICENSE TO OCTOBER 31, 2007 AT WHICH TIME OR BEFORE, MR. TRUMP MUST SURRENDER HIS SECONDARY PROVISIONAL LICENSE. DONNA ROSE SECONDED THE MOTION, AND IT WAS CARRIED. TERRY PEDROTTI WILL SEND A LETTER TO MR. TRUMP ADVISING HIM OF THE BOARD'S DECISION.

NOTE: A QUESTION WAS RAISED DURING THE DISCUSSION AS TO THE POSSIBILITY OF A REQUEST SUCH AS THIS MIGHT ARISE MORE FREQUENTLY WITH THE RAPID GROWTH IN NEVADA AND WOULD THE BOARD CONSIDER AMENDING THE PRESENT RULE NAC 654.250, SECTION 6, TO INCREASE THE NUMBER OF BEDS AN ADMINISTRATOR OF A LARGE FACILITY COULD OVERSEE.

5.* ADMINISTRATOR LICENSES ISSUED –FINAL BOARD APPROVAL REQUIRED:

A. NFA LICENSES ISSUED:

1. BRYSON, STEPHANIE A.
2. CROSBY, DAVID H.
3. FLAKE, MATTHEW
4. GARDNER, CLAYTON
5. HARRIS, MACHELLE L.
6. HASSEN, LAURIE
7. HUEFNER, MATTHEW K
8. JORGENSEN, DAVID D.
9. LEAVITT, EVA JOY
10. MARSH, CHARLES

ALL REQUIREMENTS HAVING BEEN MET, MARGARET MCCONNELL REQUESTED A MOTION. CAROL SALA MOVED TO GRANT FINAL APPROVAL TO THE ABOVE NAMED APPLICANTS FOR NURSING FACILITY ADMINISTRATOR LICENSES. MARY ELLEN WILKINSON SECONDED THE MOTION. THE MOTION WAS CARRIED.

B. RFA LICENSES ISSUED:

1. ALLEN, BRUCE
2. BRADSHAW, DEBORAH
3. GARBER, BRUCE
4. GYEABOUR, NANA
5. HALE, WILLIAM E.
6. KAYSER-GOSS, SUE E.
7. MASANGKAY, EUGENE B.
8. NORMENT, DAVID F.
9. STRAUGHN, SUSAN
10. TRUMP, JR., DONALD D.

ALL REQUIREMENTS WERE MET AND MARGARET MCCONNELL REQUESTED A MOTION. DOUGLAS SINCLAIR MOVED TO GRANT FINAL APPROVAL TO THE ABOVE NAMED APPLICANTS FOR RESIDENTIAL FACILITY ADMINISTRATOR LICENSES. DONNA ROSE SECONDED THE MOTION. THE MOTION WAS CARRIED.

C. INACTIVE REQUESTS:

1. CHINN, EURYDICE, RFA

ALL REQUIREMENTS HAVING BEEN MET, MARGARET MCCONNELL REQUESTED A MOTION. MARY ELLEN WILKINSON MOVED TO GRANT INACTIVE STATUS TO THE LICENSEE NAMED ABOVE. CAROL SALA SECONDED THE MOTION. THE MOTION WAS CARRIED.

6.* UNFINISHED BUSINESS:

B. TRAINING MATERIALS FOR RC/AL APPLICANTS REVIEW:

THE VIGILAN INTRODUCTORY TRAINING MANUALS HAD BEEN PREVIOUSLY SENT TO EACH OF THE BOARD MEMBERS FOR REVIEW. THIS MORE COMPREHENSIVE COURSE WILL REPLACE THE PRESENT TRAINING MATERIALS THAT HAVE NOT PROVEN ADEQUATE IN PREPARING THE APPLICANTS FOR THE NATIONAL EXAMINATION. THE NEW TRAINING SESSION CAN BE TAKEN ONLINE OR A HARD COPY CAN BE PURCHASED FROM THE BOARD OFFICE. A DISCUSSION FOLLOWED. DONNA ROSE MOVED TO ACCEPT THE BOARD-APPROVED VIGILAN TRAINING AS THE SOLE SOURCE FOR THE REQUIRED HOURS OF TRAINING TO BECOME EFFECTIVE JULY 1, 2007. THE MOTION WAS SECONDED BY CAROL SALA, AND THE MOTION WAS CARRIED.

MARGARET MCCONNELL RAISED THE QUESTION OF THE FEES TO BE CHARGED TO THE APPLICANTS FOR THE NEW MATERIAL. A DISCUSSION FOLLOWED IN WHICH MAILING COSTS, PROCESSING COSTS AND THE BOARD'S SECRETARY'S TIME WERE CONSIDERED. MS. MCCONNELL REQUESTED A MOTION. DONNA ROSE MOVED THAT THE COSTS FOR THE NEW MATERIAL SHOULD BE \$310.00 IF THE APPLICANT GOES ONLINE AND \$350.00 IF A HARD COPY IS REQUESTED, AND THOSE FEES WOULD ALLOW THE APPLICANT TO TAKE THE EXAM OFFERED AT THE CONCLUSION OF THE TRAINING. DOUGLAS SINCLAIR SECONDED THE MOTION, AND THE MOTION WAS CARRIED.

TERRY PEDROTTI SUGGESTED THAT A NOTICE SHOULD BE PREPARED AND SENT TO NEW APPLICANTS REGARDING THE CHANGES IN STUDY MATERIALS AND FEES, AND HAD PREPARED A DRAFT. SUGGESTIONS WERE MADE TO MAKE THE NOTICE MORE COMPREHENSIBLE AND WERE NOTED.

A. PATTI SWAGER, NGEC, REVIEWED THE MOST RECENT OCCURRENCES IN THE RC/AL ADMINISTRATOR-IN-TRAINING PROGRAM.

WENDY SIMONS WILL BE THE TRAINER FOR THE PRECEPTORS/MENTORS, WITH THE FIRST TRAINING SESSION TO BE HELD ON JUNE 18, 2007 AT THE SILVER SKY FACILITY IN LAS VEGAS, AND ON JUNE 19, 2007 AT THE MONACO RIDGE FACILITY IN RENO. THE TRAINING SESSIONS WILL BE REPEATED ON JULY 24, 2007 AT THE SILVER SKY IN LAS VEGAS, AND ON JULY 25, AT THE MONACO RIDGE IN RENO. ALL OF THE LICENSEES WHO HAVE BEEN IDENTIFIED AS POSSIBLE MENTORS/PRECEPTORS HAVE BEEN NOTIFIED BY MEANS OF A FLYER. EACH OF THEM WILL HAVE A CHOICE AS TO WHICH SESSION TO ATTEND. THOSE TRAINING SESSIONS WILL LAST APPROXIMATELY 4 HOURS.

THE MATERIAL THAT WILL BE USED IS THE NAB RESIDENTIAL CARE/ASSISTED LIVING, FIVE-STEP PROGRAM, ADMINISTRATOR-IN-TRAINING INTERNSHIP MANUAL. EACH OF THE PRECEPTOR/MENTORS WILL BE GIVEN THE MANUAL THAT CONSISTS OF TRAINING IN ADMINISTRATION, HUMAN RESOURCES, RESIDENT CARE, PERSONAL SERVICES/ACTIVITIES, FINANCIAL MANAGEMENT, DIETARY, HOUSEKEEPING/LAUNDRY, AND MAINTENANCE/PHYSICAL MANAGEMENT OF AN ASSISTED LIVING FACILITY, WHETHER LARGE OR SMALL.

IN ADDITION TO THE LICENSED ADMINISTRATOR RECEIVING THE TRAINING TO BECOME A MENTOR/PRECEPTOR, AN ASSISTANT WILL ALSO BE INVITED TO ATTEND THE TRAINING SESSION. THAT ASSISTANT WILL NOT RECEIVE A CERTIFICATE INDICATING THAT HE/SHE IS A TRAINER, BUT WILL ASSIST THE ADMINISTRATOR IN THE TRAINING PROCESS.

AS A PRECAUTION TO MAKE CERTAIN THAT THE TUTORING IS BEING PERFORMED IN THE MOST EFFECTIVE MANNER, THE TRAINERS WILL BE ASKED TO EVALUATE THE TRAINEES, AND THE TRAINEES WILL BE ASKED TO EVALUATE THE TRAINERS.

NOTE: THE BOARD WILL NEED TO DETERMINE A METHOD/POLICY TO MAKE A FINANCIAL COMMITMENT TO THE INDIVIDUAL, IN THE PRESENT CIRCUMSTANCE, WENDY SIMONS, TO CONTINUE WITH THE TRAIN-THE-TRAINER PROGRAM AND MONITOR THE VARIOUS ASPECTS OF THE PROGRAM ON AN ONGOING BASIS IN THE FUTURE.

MARGARET MCCONNELL ANNOUNCED THAT NGEC, TOGETHER WITH THE DIVISION FOR AGING SERVICES (DAS) AND THE BUREAU OF LICENSURE AND CERTIFICATION, (BLC), ARE PRESENTING A TRAINING PROGRAM, AT NO COST TO THE PARTICIPANTS, FOR THE BENEFIT OF ALL LICENSED ADMINISTRATORS AND STAFF IN THE STATE ADDRESSING ALL OF THE ISSUES AND AREAS AND RULES AND REGULATIONS THAT ARE VISITED WHEN A SURVEY IS CONDUCTED AT A GROUP HOME/ASSISTED LIVING FACILITY. THE PROGRAM WILL BE PRESENTED IN RENO ON JUNE 28, 2007, AND IN LAS VEGAS ON JUNE 29, 2007. MS. MCCONNELL ALSO INDICATED THAT BELTCA WILL ALSO HAVE A FEW MINUTES TO SPEAK ON THE RC/AL AIT PROGRAM THAT WILL BE IMPLEMENTED ON JULY 1, 2007.

THE DATES FOR THE ACTUAL REGULATIONS TRAINING PROGRAM FOR THE NEW APPLICANTS ARE TENTATIVELY SET FOR JULY 31, 2007 IN LAS VEGAS AND AUGUST 31, 2007 FOR RENO. THOSE TRAINING SESSIONS WILL BE ON THE RULES AND REGULATIONS FOR DAS, BLC AND BELTCA. ALL LICENSED ADMINISTRATORS WILL BE NOTIFIED SO THAT THEY CAN ATTEND AND OBTAIN CEUs.

A SECOND POINT FOR THE BOARD TO CONSIDER IS THE POSSIBILITY OF ISSUING A "CONDITIONAL LICENSE" WITH A TIME LIMIT TO AN APPLICANT WHO HAS MET ALL OTHER QUALIFICATIONS AND REQUIREMENTS, FOR THE COMPLETION OF THAT TRAINING IF THE REQUIRED REGULATIONS TRAINING IS NOT AVAILABLE UNTIL SOME TIME LATER..

THE NUMBER OF CEU CREDITS THAT WILL BE RECEIVED BY THE MENTORS/PRECEPTORS AND ADMINISTRATORS WHO WILL ATTEND THE TRAINING WILL BE DETERMINED AT A LATER MEETING.

NOTE: DIANNA HEGEDUIS SUGGESTED THE ADDITION OF "CONDITIONAL LICENSE" TO THE RULES AND REGULATIONS WHEN AMENDMENTS TO NAC 654 ARE CONSIDERED. ALSO TO MAKE THE 3-HOUR, REGULATIONS TRAINING, WITH CEU CREDITS, A REQUIREMENT FOR RENEWAL OF LICENSES, EVERY TWO YEARS.

ALSO CONSIDERATION OF AN AMENDMENT SHOULD BE GIVEN TO INCREASING THE REQUIRED RC/AL TRAINING HOURS FOR THE NEW APPLICANTS FROM 40 HOURS TO 80 HOURS.

ALSO CHECK INTO THE STATE APPRENTICESHIP PROGRAM FOR THE CARE OF ELDERLY AS THEY DO FOR THE CHILDREN'S CARE.

C. BDR REQUEST – DAG

DIANNA HEGEDUIS EXPLAINED THAT THE BILL HAD PASSED THE ASSEMBLY AND WAS AT THE PRESENT TIME IN THE STATE SENATE. THE PROBLEM AREAS HAD BEEN WITHDRAWN, AND WHILE THE BOARD DID NOT GET THE SUBPOENA POWERS IT HAD REQUESTED, THE REMAINDER OF THE BILL WAS APPROVED. SINCE THIS WAS A FIRST EXPERIENCE FOR THE BOARD, IF THE NEED ARISES IN THE FUTURE, THE MEMBERS OF THE BOARD WILL BE BETTER PREPARED. MARGARET MCCONNELL THANKED ALL OF THE PARTICIPANTS WHO TESTIFIED AND DIANNA HEGEDUIS FOR HER CONSTANT COUNSEL AND ASSISTANCE.

D. NFA AIT IMPLEMENTATION FORMS – DONNA ROSE

DONNA ROSE STATED THAT THE FORMS HAD BEEN EDITED AND MAILED TO ALL OF THE LICENSED NURSING FACILITY ADMINISTRATORS. MS. ROSE WILL REVIEW AND APPROVE THE APPLICATIONS FOR PRECEPTOR AND AIT APPLICANTS, BASED ON THE BOARD-APPROVED PROGRAM. TERRY PEDROTTI WILL CREATE A DATA BASE WITH THE APPROVED PRECEPTORS AND AIT APPLICANTS.

E. WEBSITE MODIFICATIONS – TERRY PEDROTTI

THE BELTCA WEBSITE IS NOW “LIVE” WITH THE DOCUMENTS REGARDING THE LICENSING OF NURSING FACILITY ADMINISTRATORS, INCLUDING EXPLICIT INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM AND ADHERENCE TO THE REQUIREMENTS, AN INTERACTIVE APPLICATION FORM, AIT REQUIREMENTS, CERTIFICATION OF AIT COMPLETION BY AN APPROVED PRECEPTOR, LICENSE VERIFICATION FORM AND FINGERPRINTING LOCATIONS THROUGHOUT THE STATE OF NEVADA. AS SOON AS THE DETAILS ARE IN PLACE FOR THE NEW RC/AL AIT TRAINING AND REQUIRED RULES AND REGULATIONS TRAINING, THE RESPECTIVE FORMS WILL ALSO GO ON LINE SO THAT APPLICANTS CAN OBTAIN INFORMATION AND COMPLETE THE FORMS ONLINE.

7.* NEW BUSINESS:

A. ACCEPTANCE OF INTERNSHIP FROM UNIVERSITY IN LIEU OF AIT PROGRAM

TERRY PEDROTTI REPORTED THAT NAB HAD SENT A SURVEY REQUESTING INFORMATION ON WHETHER THE BOARD WOULD ACCEPT INTERNSHIP IN LIEU OF AN AIT PROGRAM FROM AN ACCREDITED UNIVERSITY. A DISCUSSION FOLLOWED IN WHICH THE BOARD DETERMINED THAT IF THE UNIVERSITY IS ACCREDITED BY NAB, IT WILL MEET THE REQUIREMENTS. THEREFORE, THE RESPONSE WAS THAT THIS BOARD WOULD APPROVE INTERNSHIP OF APPLICANTS FROM NAB ACCREDITED UNIVERSITIES.

B. INCOMPLETE NFA APPLICATIONS – ADDITION OF NEW LANGUAGE

DONNA ROSE STATED THAT THE NEW LANGUAGE THAT HAS BEEN WRITTEN INTO THE INSTRUCTIONS THAT ARE NOW ON THE WEBSITE, SPECIFICALLY ADDRESS THE ISSUE OF ILLEGIBLE AND INCOMPLETE APPLICATIONS THAT WILL BE RETURNED/REJECTED. MS. ROSE ALSO WENT ON TO EXPLAIN THAT ANOTHER POINT OF CONTENTION HAS BEEN THE LENGTH OF THE AIT PROGRAM REQUIREMENTS. THERE HAVE BEEN SEVERAL APPLICATIONS IN WHICH THE AIT CANDIDATE HAS COMPLETED THE PROGRAM IN LESS TIME THAN IS REQUIRED BY NAC 654.100, SECTION 2., SUBSECTION (b) “AT LEAST 1,000 HOURS OF TRAINING IN NOT LESS THAN 26 WEEKS . . .” THAT INFORMATION HAS BEEN EXPLICITLY EMPHASIZED IN THE INSTRUCTIONS THAT NOW APPEAR ONLINE. THEREFORE, NO APPLICATIONS WILL BE ACCEPTED IF ALL OF THE ABOVE REQUIREMENTS HAVE NOT BEEN MET, EVEN IF FROM OTHER STATES.

8.* DEPUTY ATTORNEY GENERAL'S COMMENTS.

A. DIANNA HEGEDUIS REPORTED THAT WITH THE EXCEPTION OF ONE CASE THAT MIGHT GO TO HEARING, AND ONE OTHER CASE IS STILL OPEN. TERRY CLODT HAD INDICATED, THAT ALL OTHERS WERE CLOSED OR WOULD BE CLOSED SOON.

9. PUBLIC COMMENTS:

CAROL SALA ADVISED THE BOARD OF APPROVAL AND PASSAGE OF BILLS THAT WILL BE BENEFICIAL TO AND REQUESTED BY DAS. THERE WERE NO OTHER SIGNIFICANT PUBLIC COMMENTS.

10.* DATE/TIME/LOCATION – NEXT QUARTERLY MEETING:

THE BOARD MEMBERS WERE ASKED TO CONSULT THEIR CALENDARS FOR A MUTUALLY CONVENIENT DATE FOR THE QUARTERLY MEETING. THE MEMBERS AGREED TO MEET IN LATE AUGUST ON WEDNESDAY, AUGUST 29, 2007 IN RENO AT 10:00 A.M. LOCATION WILL BE DETERMINED AS SOON AS TERRY PEDROTTI IS ABLE TO CONFIRM.
(PLEASE NOTE - BY MUTUAL AGREEMENT, THE DATE WAS LATER CHANGED TO THURSDAY, AUGUST 23, 2007)

11.* **ADJOURNMENT:**

MARGARET MCCONNELL REQUESTED A MOTION. CAROL SALA MOVED THAT SINCE NO FURTHER BUSINESS REMAINED, THE MEETING SHOULD ADJOURN. THE MOTION WAS SECONDED BY DONNA ROSE, AND IT WAS CARRIED. THE MEETING ADJOURNED AT 12:50 P.M.

RESPECTFULLY SUBMITTED,

TERRY PEDROTTI, EXECUTIVE SECRETARY

ATTESTED:

DONNA J. ROSE, SECRETARY/TREASURER